

PERFORMANCE WORK STATEMENT (PWS)

**Program Executive Office Command, Control and Communications Tactical (PEO C3T) Programs
Project Manager Mission Command (PM MC)**

Systems Engineering Technical Assistance (SETA) Support

Section B – Schedule of Services and Prices/Costs

B.1 GENERAL DESCRIPTION

The Contractor shall perform the effort required by this task order on a Cost Plus Fixed Fee (CPFF) basis for Labor CLINs and on cost reimbursable – no fee basis for Travel/Other Direct Costs (ODC) CLINs. The work shall be performed in accordance with all sections of the awarded task order and the Contractor's Basic Contract, under which the resulting task order will be placed.

B.2 CLIN STRUCTURE

Within the Contract Line Items (CLINs) in this Schedule, the 'x' in the Item x001 signifies the Period of Performance, where:

0 = Base Period

1 = Option Period One

2 = Option Period Two

3 = Option Period Three

4 = Option Period Four

[For example, 2003 is Item x003 in Option Period Two]

The Government will complete the following table at time of award based on the successful price proposal. The table will be updated by the Government as necessary during each performance period, and at the beginning of each option year.

<INSERT SCHEDULE B TABLES>

(END OF SECTION B)

PERFORMANCE WORK STATEMENT (PWS)
for
Systems Engineering Technical Assistance (SETA) Support

1.0 GENERAL

The Contractor shall provide support to Project Manager Mission Command (PM MC) and Program Executive Office for Command, Control and Communications Tactical (PEO C3T), in all assigned programs, in the areas of Engineering, Logistics, and Business Management encompassing all phases of the program life cycle.

1.1 BACKGROUND

Project Manager Mission Command (PM MC) was established as a subordinate organization under the U.S. Army Program Executive Office (PEO) Command, Control, and Communications – Tactical PEO (C3T).

PM MC develops, deploys, and transition into sustainment integrated mission command and situational awareness capabilities to the Army and joint forces. PM MC provides intuitive, adaptive mission command and situational awareness capabilities for the command post and platform that enable mission execution by commanders and leaders at all levels to be more effective, agile and decisive. PM MC delivers capabilities across the warfighting functions of movement and maneuver, command and control, fires, sustainment, protection, intelligence, and engagement. PM MC uses an agile and effective development process to achieve both near-term deliveries to current systems and longer-term development to enhance mission command capabilities. Presently PM MC's portfolio consists of three functional (management) divisions and five product divisions, as follows:

- a. Business Management Division (BMD), responsible for program management, operations, acquisition management, and financial management functions.
- b. Readiness Management Division (RMD), responsible for logistics, product support, product distribution, and fielding support functions.
- c. Technical Management Division (TMD), responsible for systems engineering, security, and test/integration functions.
- d. Joint Battle Command – Platform (JBC-P) Product Manager (PdM)
- e. Strategic Mission Command (SMC) Product Lead (PdL)
- f. Tactical Mission Command (TMC) Product Manager (PdM)
- g. Fire Support Command and Control (FSC2) Product Manager (PdM)
- h. Tactical Digital Media (TDM) Product Lead (PdL)

1.2 OBJECTIVE

The objective of this Task Order (TO) is to provide System Engineering and Technical Assistance (SETA) services to the PM MC portfolio. The strategy of providing SETA services to the PM MC portfolio under a single TO will allow PM MC to standardize processes, reduce overhead, eliminate redundancies, improve security, and increase efficiency.

Overarching objectives of this task order include:

- a. Applying technical and program expertise throughout the systems acquisition lifecycle for products and services that serve as critical enablers for the Army's communications and data network capabilities. Ensure products and capabilities ensure the security and fidelity of the information transmitted across the network; simplifies warfighter and first responder network tasks and operations;
- b. Providing a common approach to resource various SETA requirements into a more efficient and focused venue to enable effective and cost-efficient support to engineering, integrating, logistics functions, and supporting PM MC products, and capabilities while focused on the simplification of data and tactical C4ISR network infrastructures.
- c. Streamlining, verification and validation of software/hardware processes and solutions to meet changing technology needs.
- d. Partnering with PEO C3T stakeholders and C4ISR product teams to create and apply common standards aimed at delivering the most intuitive and efficient solutions for the user.

1.3 SCOPE

The scope of this TO includes engineering, logistics, business management, and program management in support of product development, deployment, and sustainment capabilities. The scope includes product management, training, and technical services in support of current and future PM MC Products and programs managed by PEOC3T.

Engineering

PM MC and PEO C3T have a need for engineering support in multiple CONUS (Continental United States) locations. There are strategically located personnel who operate periodically in a temporary duty (TDY) capacity in support of other locations to include OCONUS locations. Engineers will be responsible for the full technology development lifecycle, including but are not limited to:

- Requirements analysis
- Systems engineering, design and architecture
- Integration, testing, upgrades, and maintenance
- Research and development engineering
- Software and hardware engineering
- Mechanical engineering and platform integration support
- Support of exercises, experiments, and demonstrations
- Technical documentation and Configuration Management
- Security engineering and Information Assurance
- Satellite and communications architecture development

Logistics

PM MC and PEO C3T have a need for Logistical Support at multiple CONUS locations. There are strategically located personnel who operate periodically in a temporary duty (TDY) capacity in support of other locations to include OCONUS locations. Logistical elements include but are not limited to:

- Product Support Management
- Supply Support

- Packaging, Handling, Storage and Transportation
- Maintenance Planning and Management
- Design Interface
- Sustainment Engineering
- Technical Data
- Computer Resources
- Facilities and Infrastructure
- Support Equipment
- Training and Training Support
- Manpower Analysis

Business Management

PM MC and PEO C3T have a need for business management support at Aberdeen Proving Ground (APG), Fort Hood, and Fort Sill. Business Management support includes but is not limited to following areas:

- Acquisition support
- Program analysis
- Cost estimating
- Budget formulation & execution
- Accounting
- Operations
- Office systems/Information Technology support
- Administrative support
- Facilities management
- Integrated Master Schedule

PEO C3T / PM MC - Programs

The PEO C3T / PM MC programs that will initially be addressed by this task order are listed here. Over the course of this task order, programs and products may be added and removed based on PEO C3T directed mission priorities and strategies. Current technical environment consists of the following:

- **Joint Battle Command Platform (JBC-P)**
 - Blue Force Tracking 1 (BFT1)
 - Blue Force Tracking 2 (BFT2)
 - Mounted Family of Computer Systems (MFoCS)
 - Mounted Computing Environment (MCE)
- **Fire Support Command and Control (FSC2)**
 - Advance Field Artillery Tactical Data Systems (AFATDS)
 - Joint Automated Deep Operations Coordination Systems (JADOCS)
 - Pocket-sized Forward Entry Device (PFED) INC 1 and INC 2
 - Precision Fires - Mounted (PF-M)
 - Precision Fires - Dismounted (PF-D)
 - Profiler
- **Strategic Mission Command (SMC)**
 - Global Command and Control System (GCCS)

- Command Web
 - Common Software
 - Command Post of the Future (CPOF)
 - Maneuver Control System (MCS)
 - Multilateral Interoperability Programme (MIP),
 - Battle Command Common Service (BCCS)
 - Command Post Integrated Infrastructure (CPI2)
 - Tactical Defensive Cyber Operations (DCO) Infrastructure (TDI)
- **Tactical Mission Command (TMC) (soon to be CPCE/MCE)**
 - Command Post Computing Environment (CPCE)
 - Tactical Server Infrastructure (TSI)
- **Tactical Digital Media (TDM)**

The link to the PM MC official website is <http://peoc3t.army.mil/mc/>

2.0 APPLICABLE DOCUMENTS

Applicable documents will be provided by the PM MC Contracting Officer's Representative (MC COR) as required. The Contractor shall comply with these documents to the extent specified by the MC COR.

Access to Defense and Federal specifications and standards is available in the official DoD repository: <http://assist.daps.dla.mil/quicksearch/>

3.0 REQUIREMENTS /AREAS OF CONCENTRATION

The Contactor shall provide support to PM MC and PEO C3T programs in the areas of Engineering, Logistics, and Business Management support services that encompass all phases of the program life cycle.

The Contractor shall participate as a member in various Integrated Product Teams (IPTs) as required, to support the Government on matters surrounding their area of responsibilities (AOR) and expertise and to help keep current with changes affecting their AOR.

3.1 ENGINEERING

The Contractor shall provide engineering, analysis and technical support to develop technical approaches, define and design architectures, and provide support to ongoing PM MC Programs and fielded systems; to include interdependencies with other PM MC systems and external U.S. Army complementary fielded systems when providing engineering, analysis, and technical support to develop technical approaches to ongoing PM MC programs and fielded systems.

The Contractor shall provide engineering services to support the following specific tasks:

3.1.1 RESEARCH AND DEVELOPMENT (R&D)

The Contractor shall perform a wide range of R&D services to position PM MC to create, integrate, and deliver technology-enabled products and collaborative solutions that fulfill the U.S. Army's needs and that are compliant with program requirements and objectives, measures of performance (MOP) and measures of effectiveness (MOE), interoperability requirements, and similar Program-Wide

responsibilities. The scope of this task includes evaluation and integration of needed technologies. In support of the R&D task, the Contractor shall perform the following activities which include but are not limited to:

- a. Conduct network system engineering analysis
- b. Define and design architectures
- c. Evaluate communications protocols and network performance supporting Data/Voice/Video/Telephony information exchanges
- d. Execute and interpret traffic analysis
- e. Analyze, design and develop network management systems/capabilities.
- f. Analyze and develop Defensive Cyber Operations techniques.

3.1.2 SYSTEM INTEGRATION

The Contractor shall perform a wide range of system integration services to ensure the PM MC products meet program requirements and objectives, interoperability requirements, configuration management requirements, and similar Program-Wide responsibilities. In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Perform integration/interoperability configuration of Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) systems into existing vehicles, systems and platforms.
- b. Provide interoperability analysis and support including definition, analysis, testing and management of system interfaces, managing and communications protocols, data models and exchange methodologies, network dependencies, and multinational/coalition information exchange mechanisms and agreements.
- c. Support design Integrated Product Teams (IPTs), providing written analyses and recommendations to address challenges.
- d. Integrate system with hardware and /or communications platforms
- e. Prepare system integration information to aid in New Equipment Training programs
- f. Evaluate new technologies and perform systems engineering work to determine integration effort, viability, and capability gain
- g. Perform lifecycle integration that involves customers in the design process and ensures the system developed is reliable, maintainable and operationally available throughout its life
- h. Provide technical support related to reliability, maintainability, operational availability, and human factors engineering for assigned products
- i. Assess Technology Readiness Levels (TRL)

3.1.3 TECHNICAL DOCUMENTATION SUPPORT

The Contractor shall produce and update a wide range of engineering and technical documentation to ensure PM MC Products are accurately and appropriately documented in accordance with program requirements. In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Support the development of systems engineering documentation (System Engineering Plan (SEP), Software Requirements Specifications(SRS), Software Version Description (SVD), Interface Control Documents (ICD), Tactical Internet System Description Document (TISDD), Database Design Description (DBDD), Software Installation Descriptions (SID), etc.) IAW applicable DoD and

Army standards.

- b. Support the development of a Information Support Plan; Net Ready Key Performance Parameter; Critical Test Parameters; and Spectrum Supportability Risk Assessment, including DD Form 1494a.
- c. Support the development of systems architecture documentation (All Viewpoint (AV), Capability Viewpoint (CV), Data and Information Viewpoint (DIV), Operational Viewpoints (OV), Services Viewpoint (SvcV) Systems Viewpoint (SV), and Standards View Point (STDV)).
- d. Provide written evaluations of system concepts, system designs, and system support program proposals with the goal of recommending actions for optimizing system performance to include evaluations of technical and product performance.
- e. Provide support and technical expertise for administering and preparing documentation for PM Mission Command's Configuration Control Board (CCB) process, Systems Engineering IPT, and Data Management Interoperability Group and any supporting working groups;
- f. Manage and maintain data and information exchange standards and specifications, as they become necessary to support Army interoperability (DAPP, DSPs, USAS, USMTF, VMF, Army Interoperability Certification (AIC) Mission Threads etc);
- g. Provide support for meetings, working groups and briefings to include development and maintenance of action item tracking system for Technical Reviews, Command Reviews, and Quarterly Reviews, Technical Test and Initial Operational Test and Evaluation (IOT&E) recommendations;
- h. Provide technical support for conferences, review task related documents, and develop task related technical papers;
- i. Provide technical and operational support in the development of operational requirements documents.
- j. Support development of programmatic documentation and briefing materials in support of program reviews and participate in program reviews.
- k. Provide technical input to test and evaluation (T&E) plans such as the T&E Master Plan (TEMP) and individual test plans and procedures and provide technical input to the Lifecycle Sustainment Plan (LCSP).
- l. Provide configuration design documents; develop test plans, procedures, and system validation criteria in support of field tests to validate network configurations and support functional interoperability testing and other exercises, to include Army Interoperability Certification (AIC) at the Central Technical Support Facility (CTSF) at Ft Hood.

3.1.4 SOFTWARE/HARDWARE SYSTEMS ENGINEERING

The Contractor shall perform a wide range of software/hardware systems engineering services to ensure PM MC Products are compliant with program requirements and objectives, interoperability requirements, configuration management requirements, and similar Program-Wide responsibilities. In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Provide necessary engineering support for all systems that fall under the PM MC portfolio (Software, Hardware, Command Post and mounted)
- b. Evaluate software and hardware versions and updates in terms of capability, network and initialization impacts (ports and protocols, LDIF, UTO, MUL, JMUL)
- c. Include design changes and transition of equipment that may be required as a result of changes to system configuration requirements and/or equipment upgrades and obsolescence.

- d. Provide software blocking support, to include answering data calls and development of Mission Threads and Software schedules
- e. Review existing product baselines for completeness, consistency, and relevance to current operational requirements. Ensure that relevant architecture products align to the product baselines. Ensure new requirements are incorporated into the applicable baseline.
- f. Provide functional analysis and allocation support, including decomposition to Lower- Level functions, allocation of performance and other limiting requirements to all functional levels, definition and refinement of internal and external functional interfaces, and definition/integration of functional architectures
- g. Provide systems analysis and control support, including trade off studies, architecture and infrastructure simplification, software/hardware integration and consolidation, effectiveness analysis, risk management, configuration management, interface management, data management and performance measurement.
- h. Apply technical expertise to assess emerging technology standards and advancements to develop design solutions in compliance with Collapse Architecture, Common Operating Environment (COE), and Battlefield Functional Area mission requirements.
- i. Manage PM Mission Command's software licensing process. This includes reviewing current requirements, establishing an automated system and related processes to manage these licenses, and providing the PM MC with options to streamline the software license management process.
- j. Provide certified Software developers or software engineers who understand the Agile software development framework and methodologies and who can develop and review software source code written in common commercial programming and scripting languages to include but not be limited to C, C++, Java, Java Script, Python, Power Shell and PHP;
- k. Use systems engineering expertise to develop solutions to challenges caused by technology insertion and new product integration;
- l. Provide reliability, maintainability, operational availability and human factors engineering support for PM MC products;
- m. Conduct architectural studies/analyses to determine security, integration and interoperability requirements of present and future interrelating telecommunications/automation systems in joint collaboration with adjacent project and program managers;
- n. Conduct performance/feasibility analysis of a specific concept or technique to include the application of techniques and the modeling of established design and performance characteristics;
- o. Provide system engineering support to include automated techniques for the design or modification of existing equipment and systems;
- p. Provide assistance in the preparation and development of requirements definition, preliminary planning and the evaluation of alternative technical approaches and costs;
- q. Provide management and technical support for lab set up, management, maintenance and operations;
- r. Use systems engineering expertise to develop solutions to challenges caused by technology insertion and new product integration;
- s. Provide engineering design services to include mechanical, electrical, safety, logistic and manufacturing, system engineering and test.
- t. Provide technical and architectural networking support to analyze PM MC Data and traffic flow to include model development.
- u. Provide global satellite beam coverage analysis and link budgets.

- v. Design Interface solution with Readiness Division

3.1.5 TEST AND EVALUATION

The Contractor shall perform a wide range of test and evaluation services to verify and validate that PM MC Products are compliant with program requirements and objectives, interoperability requirements, configuration management requirements, and similar Program-Wide responsibilities. In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Plan for and participate in, testing and events involving program systems
- b. Develop test strategies in collaboration with U.S. Army Test and Evaluation Command that are based on DODI 5000.02; AR 73-1; and Director, Operational Test and Evaluation policies
- c. Assist in acceptance testing, confidence testing, problem troubleshooting, field testing and lab risk reduction testing
- d. Support various test events including at Aberdeen Proving Ground (APG), CTSF (Ft Hood), Ft Sill, Ft Bliss and other locations as required (TDY if required)
- e. Assist PEO C3T in the maintenance of CONUS test facilities including the System Integration and Test Laboratory (SIL) at Central Technical Support Facility (CTSF) in Fort Hood, test labs/facilities at APG, MD, Ft. Sill, OK
- f. Provide test support and documentation as needed for all Joint Interoperability Test Command (JITC) certification and Army Interoperability Center (AIC) testing
- g. Provide test support and documentation as needed for all Network Integration Evaluation (NIE) testing and Joint Warfighter Assessments (JWA);
- h. Support planned Joint, Allied/Coalition test experiments, demonstrations and War fighter exercises
- i. Assist in the development review and implementation of test plans, procedures and documentation to support various stages of testing for all initial and updated increments/releases and components of systems for a Material Release.
- j. Translate system requirements into test cases
- k. Develop automated tools to analyze and review data
- l. Provides technical support and test analysis for the trouble-shooting, debugging and research of Test Incident Reports (TIRs) discussed at the Data Authentication Group (DAG) and resolved, and adjudicated at the Executive Scoring Committee (ESC)
- m. Provide support with the first article testing, independent verification and validation, simulation and modeling, system safety, quality assurance and training
- n. Assist in the planning and execution of coordinated test programs and the preparation of Test and Evaluation Master Plans (TEMPs)
- o. Provide engineering support for test bed facilities
- p. Evaluate effectiveness of emerging cybersecurity technologies

3.1.6 EXERCISES, EXPERIMENTS, AND DEMONSTRATIONS

The Contractor shall provide support to both CONUS AND OCONUS military exercises and experiments. The Contractor shall provide: technical coordination, requirements management, and all planning for conference attendance. The Contractor shall generate documentation to support these exercises experiments and demonstrations. The Contractor shall provide technical recommendations and deployment support for PM MC scheduled exercises, experiments, and experiments as listed below. The

Contractor shall provide an **After Action Report** within 15 days after the completion of the exercise or experiment. Work in this area provides support to all Mission Command systems in support of Army and Joint exercises, experiments, and demonstrations both at Aberdeen Proving Ground Technical Software Integration Lab (TSIL), MD and at other locations, to include overseas locations.

Examples of recurring exercises and experiments:

- a. Austere Challenge - EUCOM Exercise
- b. Blue Flag - Air Force Exercise
- c. Bold Alligator - Navy Exercise
- d. Cobra Gold - PACOM Exercise
- e. CWID - Joint Staff Experiment
- f. Empire Challenge - JFCOM Experiment
- g. FCIE - Joint Staff Experiment
- h. JFEX - Joint Staff Experiment
- i. Key Resolve - USFK/ROK Exercise
- j. Northern Edge - PACOM Exercise
- k. PANAMAX - Navy Experiment
- l. PENORE - Air Force Exercise
- m. Red Flag - Air Force Exercise
- n. RIMPAC - PACOM Exercise
- o. Talisman Sabre - PACOM Exercise
- p. Terminal Fury - PACOM Exercise
- q. Trident Warrior - Joint Staff Experiment
- r. Ulchi Focus Lens - USFK/ROK Exercise
- s. Valiant Shield - PACOM Exercise
- t. Virtual Flag - AF AOC and Navy MOC Exercise
- u. Yama Sukura - PACOM Exercise
- v. Bold Quest
- w. Network Integration Event (N.I.E.)
- x. Joint Information Environment (JIE)
- y. Joint Warfighting Assessment (JWA)
- z. ASCA Support – Artillery Systems Cooperation Activities

3.1.7 SECURITY ENGINEERING AND INFORMATION ASSURANCE (IA)/Cyber Security SUPPORT

The Contractor shall perform a wide range of security engineering and information assurance support to validate and ensure that PM MC Products are compliant with program/security requirements and applicable IA/cybersecurity regulations, guidelines, and PEO C3T policies. According to DoD guidelines security hierarchy will maintain appropriate level of certification in accordance with DFARS Clause 252.239-7001 Information Assurance Contractor Training and Certification. In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Assist in the design, development, test, and evaluation activities related to information assurance, security engineering, systems and network engineering
- b. Provide IA architecture support
- c. Provide cybersecurity support to certification and accreditation processes IAW DOD 8500.01, 8510.01, AR 25-2 and NIST 800-37
- d. Provide IA support to security scans and other IA test events

- e. Assist in development of security/Information Assurance (IA) policy supporting Risk Management Framework (RMF) system accreditation
- f. Provide support to the periodic assessment of the quality of security controls implementation against performance indicators, such as: security incidents; government exercises; and operational evaluations
- g. Perform cross domain technology security control assessments, provide CDS engineering support, and related activities, and provide export support for all PM Mission Command systems using Cross Domain Solutions
- h. Review, analyze, evaluate, and report on the development and integration of cybersecurity related hardware and software technologies into PM Mission Command systems
- i. Support forensic analysis, incident investigation, damage assessments, coordination with the Defense Computer Crimes Center (DC3) and other related organizations

3.2 LOGISTICS

The Contractor shall provide logistic and technical support of PM MC Programs and any other programs under PEOC3T portfolio. The Contractor shall assist in the preparation of, or prepare/review/analyze/verify, logistics products including Material Fielding Plans, initial provisioning, Technical Bulletins, Technical Manuals, and training courseware, to include configuration management documentation resulting from engineering changes to the programs. Contractor shall provide regional Fielding coordination activities for all deployable systems in multiple locations.

The Contractor shall provide logistical services to support the following specific areas but not limited to:

3.2.1 FIELDING COORDINATION

Coordinate and manage the entire PM MC portfolio of system with regards to Unit Set Fielding, Total Package Fielding, New Equipment Training, and capability upgrades. Coordinate and Produce the Materiel Fielding Agreement (MFA), Materiel Fielding Plan (MFP) Memorandum of Notification (MON) and New Materiel Introductory Brief (NMIB) and other subsequent agreements, such as Memorandums of Understanding and Agreement (MOU/MOA) from fielding coordination meetings are key. Coordinators are located at multiple Government sites (CONUS locations). Coordinate with fielding personnel to support the Army National Guard and Reserves and Coalition partners.

3.2.2 WAREHOUSE / INTEGRATION FACILITY

The Contractor shall develop and maintain a Supply Support function to coordinate and facilitate the efficient receipt, inventory tracking, fielding, shipping and movement of PM MC and PEO C3T programs GFE, test and other equipment/supplies in accordance with the Standard Army Supply System. In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Coordinate equipment sent to Army Depots and other Government and contractor facilities.
- b. Manage commercial carrier transportation service(s)/accounts (e.g. FEDEX, etc.) and maintain monthly tracking reports that as a minimum, documents the shipping date, waybill number, destination, related program/project, requester name, shipping cost and shipping contents.
- c. In support of fielding and training, the Contractor shall provide support of limited fabrication and manufacturing of equipment such as boot walls, cable assemblies, shelves, racks, mounts, brackets, etc., required to meet the Government requirements.
- d. Performs physical task of transporting or storing material or merchandise.
- e. Manually loading or unloading trucks, or other transporting devices; unpacking shelving or

- placing items in proper storage locations.
- f. Certified to use, forklift hand trucks and other assigned material handling equipment.
- g. Verify materials or merchandise against receiving documents, noting and reporting discrepancies.
- h. Conduct cataloging (Expendability, Recoverability, Reparability Category (ERRC) codes.
- i. Apply expertise in warehousing operations and property management, to include Receive, Store, Manage inventory, Transfer, Issue, Redistribute, Dispose of assets (installation property, hardware, software, spare parts, incidentals)
- j. Determine packaging requirements.
- k. Conduct container reutilization.

3.2.3 INTEGRATED PRODUCT SUPPORT (IPS) / MAINTENANCE ENGINEERING

The Contractor shall provide logistics and maintenance engineering support to include the assessment of current supportability status of PM MC and PEO C3T programs, and identification of necessary actions/priorities, evaluations, and recommendations, to ensure system supportability throughout the life cycle of system development. This includes but is not limited to:

- a. Support test sites for PM MC and PEO C3T programs equipment
- b. Support IPTs Providing analyses and recommendations in support of Integrated Product Teams
- c. Perform reliability, availability, and maintainability cost (RAM-C) analyses to establish the system's reliability baseline, model reliability growth, and assess the system's ability to meet supportability key performance parameters (KPP) and key system attributes (KSA)
- d. Manage Title 10 50/50 rule to ensure compliance in establishing organic capability.
- e. Assist with the Development and management of Public Private Partnerships.
- f. Manage maintenance execution to include routine vs. battle-damaged repairs.
- g. Conduct Level of Repair Analysis (LORA)
- h. Develop and manage Life Cycle Sustainment Plans (LCSP)
- i. Plan and manage Diminishing Manufacturing Sources and Material Shortages (DMSMS) mitigation to include parts obsolescence, technology refresh, and technology insertion.
- j. Conduct Condition Based Maintenance Plus (CBM+), Diagnostics, Prognostics, and Health Management, Reliability Centered Maintenance (RCM).
- k. Assist with Managing Classes of Supply, such as Class II, Class VII, and Class IX.
- l. Track Failure Modes Effects and Criticality Analysis (FMECA) required repair times determination
- m. Support root cause analyses of in-service problems such as operational hazards, corrosion effects, reliability degradation, maintainability trend, operational usage profile change analyses, and special considerations for software engineering.
- n. Plan and manage Retirement, Reclamation, Demilitarization, Disposal and Material Disposition
- o. Manage deficiency reporting.
- p. Conduct post-deployment analyses.
- q. Manage and track technical manual and technical order updates.
- r. Manage system modifications to maintain operational capability.
- s. Apply Quality Management controls to ensure sustainment of product capability.
- t. Plan and manage Service Life Extension Programs (SLEP).
- u. Support and Conduct initial provisioning.
- v. Forecast demands and Readiness Sparing to procure repairable, repair parts, and consumables.

3.2.3.1. FOREIGN MILITARY SALES (FMS) SUPPORT

The Contractor shall provide support for Foreign Military Sales (FMS). In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Support a broad range of FMS casework by the Army's Product Managers
- b. Assemble briefing packages for meetings with FMS fielding's, Quality Assurance Team activities, and System Sells-off to the FMS customers
- c. Provide expertise at coordination and program management review in the US and overseas.
- d. Review FMS Case deliverable technical publication, application and training software, and training materials for CECOM Security Assistance Management Directorate (SAMD).

3.2.4 PROPERTY ASSESSMENT

The Contractor shall provide support for property assessment of PM MC and PEO C3T programs GFE and other equipment/supplies in accordance with the Standard Army Supply System. In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Monitor the Property Account Book and individual hand receipts for PM MC and PEO C3T programs.
- b. Organizational Property accountability
- c. Assist in site surveillance of Government Furnished Equipment.
- d. Audit readiness support in accordance with army standards AR 710-2
- e. Track hand receipts
- f. Support Accountability Audits
- g. Support Logistic Management Process (LMP) implementation

3.2.5 LOGISTIC MODERNIZATION PROGRAM (LMP)

The Contractor shall provide support for LMP; the Total Package Fielding Tool to support Project Manager Mission Command end-to-end audit traceability of all PM mission-own stocks to include: Procurement, Receipt, Build, and Delivery. In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Manage Project Manager's migration to LMP as a Total Package Fielding Tool to support Project Manager Mission Command end-to-end audit traceability of all PM mission-own stocks to include: Procurement, Receipt, Build, and Delivery.
- b. Manage and request program office (wholesale) Unit Identifier Code (UIC)/ Derivative Unit Identifier Codes (DUIC) and Department of Defense Activity Address Code (DoDAACs).
- c. Manage and request program office Project Codes.
- d. Manage and request program office Routing Identifier Codes (RICs).
- e. Manage and request program office fielding Plants.
- f. Assist with annual PC 9 asset reviews.
- g. Assist with the integration of PM Mission Command's current Total Package Fielding tool's integration with LMP.

3.2.6 TECHNICAL DATA/WRITER/TRAINING DEVELOPMENT

The Contractor shall provide support services in the area of interaction with service schools to define requirements, site surveys to determine classroom and hardware requirements, integration of PM MC and PEO C3T program specific training into existing Military Occupational Specialty (MOS) programs of instruction, modeling and simulation software to facilitate training in a mission scenario environment, support services in the building of classrooms at service schools, and maintenance of classroom assets. In support of this task, the Contractor shall perform the following activities which include but are not limited to:

- a. Provide assessment of training requirements, identification and evaluation of training alternatives.
- b. Review of training courses, and development of requisite training materials and documentation.
- c. Development and employment of a variety of training approaches including: traditional classroom, programmed learning, hands-on training and simulators, and video, audio, and computer-based training.
- d. Develop material for TRADOC Training Development Capability (TDC).
- e. Participate in the accreditation process of Technical Bulletins (TB) and Tactics, Techniques and Procedures (TTP) guidance to inform system users and administrators of necessary operational and configuration changes.

3.3 BUSINESS MANAGEMENT

The Contractor shall provide the necessary skills to support the requirements within PM MC and PEO C3T purview. The Contractor shall provide operational conversancy, business/programmatic skills, office automation, and the ability to achieve mission objectives quickly and efficiently. The Contractor shall oversee ongoing support for multiple units and key operational and training functions, often simultaneously.

All contractor staff who have access to acquisition or budgeting information shall sign a non-disclosure agreement (NDA); see '**ATTACHMENT B**' for the Non-Disclosure/Non-Use Agreement form applicable to this task order. Completed forms shall be provided to the MC COR and GSA prior to commencing performance on this task order. Additionally, Contractors are advised that performance of some tasks under this PWS may create an organizational conflict of interest that could restrict the Contractor from being able to compete on future acquisitions. See '**ATTACHMENT C**' for the Organizational Conflict of Interest (OCI) certification statement applicable to this task order.

The Contractor shall provide business services to support the following specific tasks:

3.3.1 PROGRAM ANALYSIS

The Contractor shall provide recommendations to the program manager for developing and/or maintaining the acquisition management documentation required by Department of Defense Instruction (DODI) 5000.2, DODI 5000.2M, and Army Regulation (AR) 70-2. In support of this task, the Contractor shall:

- a. Prepare or review all documentation for continuity, compliance, and accuracy; and make recommendations for corrections and improvements.
- b. Provide support to include program analysis support and providing assistance for budget, cost analysis, plans and programs, and preparing coordinated inputs for Milestone Decision Reviews (MDRs).

- c. Provide program management support for acquisition cycle planning and execution. The program management support shall not include any acquisition planning or decision function that would be considered to be an inherently governmental function.
- d. Provide acquisition support by coordinating acquisition documents and requirements (and ensuring they are covered by a non-disclosure). Coordinate with budget, engineering, procurement, program management and contractor personnel to gather information, discuss plans/progress and resolve problems.
- e. Provide recommendations based upon a comprehensive knowledge of the principles, policies, pertinent laws, regulatory requirements and procedures applicable to each program; and the knowledge and understanding of the operations of command elements to coordinate control and serve as staff advisor on these programs.
- f. Track and analyze trends such as funding decrements, system deployment, new areas of program emphasis, and changes in user's priorities and provide advice in these areas.
- g. Analyze, formulate and recommend program requirements in support of programs at PEO locations.
- h. Review and analyze program progress and fund utilization reports to identify areas wherein the programs are not progressing or proceeding as planned, (e.g. areas of slippages and overruns).
- i. Assist in the formulation of short and long range planning of resource requirements to include, but not limited to, manpower and funding.
- j. Participate in program scheduling and planning that involves formulating both broad and specific guidelines for planning program elements and sub-elements, prepare recommendations for program objectives, operating schedules, resource requirements, and overall program plans, establish format and reporting requirements.
- k. Research and evaluate management techniques used in the realignment of any formal structure, including the development of unique, flexible tools to provide management with the optimal utilization of resource.

3.3.2 COST ESTIMATING

The Contractor shall perform the following task to include but not limited to:

- a. Perform cost estimating activities for various program life cycle phases in accordance with all applicable regulations, directives and policies. These efforts will include cost documents such as Program Office Estimates (POEs), Life Cycle Cost Estimates (LCCEs) and Independent Government Cost Estimates (IGCEs), to assist decision makers during the materiel acquisition process.
- b. Prepare and/or update various cost studies, as well as inputs to other documents, in support of the materiel acquisition process.
- c. Prepare independent cost studies and inputs to documents such as Analysis of Alternatives (AOA), Cost Analysis Requirements Description (CARD), Defense Acquisition Executive Summary (DAES), Selected Acquisition Reports (SARs), Integrated Program Summaries (IPS), P-Forms, R-Forms, and Smart Charts.
- d. Assist in preparing Acquisition Strategy Report (ASR) in support of the materiel acquisition process. Develop, update and/or modify various cost models and tools; cost data bases; cost estimating relationships to support program requirements.
- e. Support the Government in Cost/Schedule Control System Criteria (C/SCSC) and/or Cost/Schedule Status Report (C/SSR) reviews with the analysis of contractor cost and schedule performance data. These analyses will include assessments of contract, cost, and schedule

status.

- f. Develop a forecast of cost at completion in support of program status requirements.
- g. Assist in tracking of Earned Value Management (EVM) on applicable Programs of record.

3.3.3 ACQUISITION/OPERATIONS SUPPORT

The Contractor shall perform the following task to include but not limited to:

- a. Participate in meetings and conferences, program status, design and production reviews in support of the PM MC and PEO C3T programs/projects in the continental United States (CONUS) or outside the continental United States (OCONUS).
- b. Provide support and assistance to the Program Office, on various program subject areas.
- c. Provide program assistance in schedule analysis, deliverable tracking, cost analysis and suspense tracking.
- d. Provide acquisition management assistance in conjunction with a Government task leader for the preparation and review of the following documents: Acquisition Program, Planning and Execution, Alpha Contracting support, Contract Modification and Incentive Fee Assessment.
- e. Provide program documentation assistance in conjunction with a Government task leader for the preparation and review of Army Systems Acquisition Review (ASARC) documentation and briefings. Coordinate with the Acquisition Center to ensure documentation is complete, accurate and complies with all applicable law, policy and regulation.
- f. Provide strategic planning assistance in developing Market Surveys, Budget forecasts, technology insertion.
- g. Assist in preparing requirement documents, specifications, statements of work (SOWs), bills of material, drawings and other acquisition documentation to enhance and maintain the current PM MC and PEO C3T program facilities and furnishings, to acquire new PM MC and PEO C3T program facilities and furnishings, and to support PM MC and PEO C3T program communications and information systems and networks.

3.3.4 BUDGET SUPPORT

The Contractor shall support the Government in finance and accounting functions with the following anticipated services. Note that the Contractor is providing support, not representing the Government in these functions:

- a. Accepting, processing, and controlling funds received from customers.
- b. Researching, reconciling, and transferring open reimbursable funds.
- c. Attending financial meetings, briefing statuses of funds, preparing account reconciliation, preparing special financial reports.
- d. Preparing weekly reports.
- e. Maintaining budget forecasts for accounts.
- f. Maintaining travel funds.
- g. Querying information from SOMARDS, LMP & GFEBS, maintaining and updating excel files.
- h. Querying SOMARDS & GFEBS database for funds, commitments, obligations, disbursement status, and contract reconciliation.
- i. Inputting PWDs into LMP.
- j. Inputting commitments and obligations into SOMARDS, LMP & GFEBS.
- k. Researching and reconciling discrepancies on Inter-fund bills, Total Package Funds, over-disbursements, NULOS, duplicate payments, and perform Transfer charges.
- l. Maintaining travel log, verifying and assigning travel order numbers, and Job Order Announcement Numbers (JOANs).

- m. Preparing Military Interdepartmental Purchase Requests (MIPRs).
- n. Utilization of the Financial Management System to manage obligation plans.

3.3.5 SYSTEMS/IT PROGRAMMING SUPPORT

The Contractor shall provide support to PM MC and PEO C3T programs in the following areas:

- a. Assistance in ADP Inventory Management and Control.
- b. Development of www home page both public and secure.
- c. Evaluation of Internet tools and software applications.
- d. Provide site access through the Internet for field/off-site personnel.
- e. Provide support for office automation technologies, as required.
- f. Microsoft Outlook training and other mail databases.
- g. Trouble ticket support.
- h. Computer Imaging.
- i. Apply expertise in Microsoft Project server and SharePoint to properly manage, modify, and maintain PM MC's project management and document needs.

3.3.6 PROGRAM SUPPORT

The Contractor shall provide program support for all PM MC and PEO C3T programs to include:

- a. Support the budget formulation requirements within the Planning, Programming, Budgeting, and Execution System (PPBES) through the preparation and integration of numerous comprehensive reports and documents such as P-Forms, R-Forms, etc.
- b. Provide fiscal/execution year (and prior year for multiple year appropriation) support services, consisting of the preparation and integration of various comprehensive reports and documents, such as Obligation Plans and Continuing Resolution Authority (CRA) Plans.
- c. Provide support in the preparation of budget briefing packages as well as the preparation and maintenance of recurring contractual funding profiles of execution data.
- d. Collect and analyze financial data to assist the government in establishing reimbursable accounts. The Contractor shall analyze and prepare accounts for FY initial start-up, carryover requirements, and closeout.
- e. Collect and analyze financial data and prepare for review budget execution reports.
- f. Identify and track milestone events, prepare milestone plans, and support the preparation of required documentation, as required.
- g. Support the preparation and/or review of miscellaneous report formats provided to senior level management, which contain execution and budget year data.
- h. Assist in tracking of Earned Value Management (EVM) on applicable Programs of Record.

3.3.7 ADMINISTRATIVE SUPPORT

The Contractor shall provide administrative support for all PM MC and PEO C3T programs to include:

- a. Prepare and Track all travel order related activities and support regular change requirements to travel activities utilizing the Defense Travel System (DTS).
- b. Review and verify Travel Authorization Requests (TARs), Travel Expense Reports (TERs), Joint Travel Regulation (JTR) changes, etc., maintain suspense file for travel documents (TARs, TERs).
- c. Establish suspense tracking for deliverables (trip reports, monthly reports, etc.).
- d. Prepare, coordinate, and distribute internal and external correspondence.
- e. Coordinate timekeeping for Automated Time Attendance & Production System (ATAAPS) and establish the internal personnel roster.
- f. Prepare PowerPoint presentations for meetings and briefings.

- g. Time management and scheduling support to leadership.
- h. The Contractor shall be proficient in the use and applications of Microsoft Word, Excel, Access, Power Point, Project, and Outlook.

4.0 DELIVERABLES/SCHEDULE

| Deliverable | PWS Ref. | Title | Distribution | Initial | Subsequent |
|-------------|--------------------------|--|-------------------------|--|---|
| 1 | 4.2.1 | Program Management Plan | MC COR GSA COR | NLT 5 days after contract award | Updated as required |
| 2 | 4.2.2 | Monthly Status Report, – including any trip reports for the period - Including an up-to-date staffing matrix by location | MC COR GSA COR | NLT 45 days after contract award | NLT 15th calendar day of the month after the end of the month for services rendered |
| 3 | 6.1 | Transition-in Plan | MC COR GSA COR | NLT 5 work days after contract award | Update if necessary to incorporate Government suggestions |
| 4 | 6.2 | Transition-out Plan | MC COR GSA COR | NLT 90 days prior to the end of the task order | Updated as required, but NLT 3 days after incumbent is notified of non-award |
| 5 | 7.9 | GFE/GFI Report | MC COR GSA COR | NLT 5 days after acceptance of GFE/GFI | Every 6 months |
| 6 | 8.0.a | OPSEC Plan – (<i>see ATTACHMENT D.1 – CDRLA004</i>) | MC COR | NLT 90 days after contract award | |
| 7 | Reserved for future use. | | | | |
| 8 | 9.0 | Contractor Manpower Reporting | MC COR | NLT 30 days after contract award | |
| 9 | ATTACHMENT B | Non-Disclosure Agreement | MC COR GSA COR | Signed statements are due, from each applicable employee assigned, <i>prior</i> to performing ANY work on this task. | |

4.1 CONTRACT MANAGEMENT

4.1.1 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The Government intends to utilize a Quality Assurance Surveillance Plan (QASP) to monitor the quality of the Contractor's performance. The oversight provided for in the order and in the QASP will help to ensure that service levels reach and maintain the required levels throughout the contract term. Further, the QASP provides the COR with a proactive way to avoid unacceptable or deficient performance, and provides verifiable input for the required Past Performance Information Assessments. The QASP will be finalized immediately following award and a copy provided to the Contractor after award. The QASP is a living document and may be updated by the Government as necessary. The Government will also review the Monthly Progress and Quality Reports and will attend regular work performance review meetings with the Contractor to survey quality of products and services.

The MC COR is responsible for the following:

- Reviewing and certifying Contractor invoices for accuracy and validity.
- Monitoring performance, reviewing and approving task performance.
- Inspection and acceptance of deliverables.

The GSA COR, in collaboration with GSA Invoice Support Staff, will review the labor, travel, and ODC expenditures reflected in the Contractor invoices.

The GSA COR, in collaboration with GSA Invoice Support Staff, will ensure that the ceiling and funded value of the task order and line items are not exceeded in the areas of labor, travel, and ODCs.

The MC COR will provide surveillance for each PWS task, reviewing deliverables for conformance to requirements. Services, deliverables, and reports that conform to Task Order requirements will be accepted. The GSA COR will periodically consult with the MC COR concerning the acceptability of services. The MC COR will notify the Contractor in writing, or verbally when warranted, of the need for corrective action when work does not comply with the Task Order requirements. If corrective action does not result in conformance to requirements, the GSA COR or GSA CO will be apprised of items that remain at variance with requirements. The Government will document overall satisfaction with Contractor performance through completion of a Contractor Performance Assessment Report (CPAR) routinely on an annual basis prior to exercising an option which will be uploaded into the Contractor Performance Assessment Reporting System at www.cpars.gov.

In accordance with the Quality Assurance Surveillance Plan, the Government will document overall satisfaction with Contractor performance through review and evaluation of the Contractor's success in meeting the standards and measures outlined in the performance metrics table below.

4.1.2 PERFORMANCE REQUIREMENTS SUMMARY

The Government will monitor Contractor's performance in accordance with the Quality Assurance Surveillance Plan (QASP) described above and use Performance Metrics below to evaluate whether the Contractor's performance is satisfactorily meeting the standards specified in the Performance Requirements Summary (PRS) outlined below. While the table states that incentives may consist of positive past performance evaluations, it should be understood that failure to meet the performance metrics below will result in negative past performance evaluations.

Past performance evaluations will be submitted to the Contractor Performance Assessment Reporting

System (CPARS) for all government agencies to review. Past performance evaluations will contain narratives explaining reasons for positive and negative evaluations.

| ENGINEERING/LOGISTICS/BUSINESS MANAGEMENT | | | |
|--|--|---|---|
| These metrics evaluate how well the Contractor's efforts meet needs of the Government. | | | |
| PERFORMANCE ELEMENT | PERFORMANCE OUTCOME | ACCEPTABLE QUALITY LEVEL | SURVEILLANCE METHOD |
| COMMUNICATIONS (Oral and Written) | <ul style="list-style-type: none"> - Quality: Provided information that was accurate in technical content, transparent, clear, and relevant. - Timely: Presented information in a timely manner which kept the Government apprised of the status of service delivery issues, ongoing operations and maintenance actions, special projects, and assigned tasking's. - Pro-active: Engaged in proactive communications regarding project status, scheduling, cost control, pending staffing changes, and actions taken to resolve problems. | Communications enable Task Order requirements to be met on time. | Observation |
| DELIVERABLES MANAGEMENT | <ul style="list-style-type: none"> - Quality: Deliverables, reports, and written documentation are accurate in technical content, compliant with applicable government regulations/policies, and submissions conform to Government approved formats. - Timeliness: Submitted in accordance with due dates established in the PWS or as shown on the Program Management Plan. | <p>Deliverables Management enables Task Order requirements to be met on time.</p> <p>Deliverables are submitted timely and without the need for significant rework.</p> | <p>Inspection</p> <p>Monitoring will increase if significant problems are encountered which:</p> <ul style="list-style-type: none"> - delay schedule or - result in significant effort to correct |
| PERSONNEL MANAGEMENT | <p><u>Staffing/Resource Utilization:</u></p> <ul style="list-style-type: none"> - Quality: Effectively mapped support with appropriate qualifications to assigned tasks | Task Order requirements to be met as specified and on time. | <p>Observation</p> <p>Review of Program Communications</p> |

| | | | |
|--|---|---|-------------------------------|
| | as required by the task order. - Timeliness: <ul style="list-style-type: none"> Effectively scheduled and managed resources to meet needs and respond to changing priorities. Pro-actively notified the government at least 14 days in advance of staffing changes (incoming and outgoing) - Minimized staff turnover and filled vacancies with skilled personnel in a timely manner | Contractor maintained a cleared, technically competent workforce. | (e.g. Monthly Status Reports) |
| EFFECTIVE CONTRACTOR TO GOVERNMENT PARTNERSHIP | - Demonstrated initiative and foresight to identify and meld best-of-breed approaches and industry best practices to address command challenges. - Champion process improvement efforts that result in efficiencies in operations, savings or improved end user satisfaction. | Positive work relationship with Government POC's. | Observation |

4.2 PROGRAM MANAGEMENT

The Contractor shall provide program management support under this Task Order. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors/teaming partners, to satisfy the requirements identified in this Performance Work Statement (PWS). The Contractor shall identify a Program Manager (PM) that will be located at an off-site Contractor facility within 45 minutes commuting distance to APG. They will provide management, direction, administration, quality assurance, and leadership of the execution of this task order. Certification that services and materials provided by the Contractor are acceptable will be made by the MC COR.

4.2.1 PROGRAM MANAGEMENT PLAN (PMP – Deliverable 1)

The Contractor shall document and maintain an up-to-date Program Management Plan (PMP). The PMP shall describe the proposed management approach. It shall include the following as applicable:

- Milestones, tasks, and subtasks as established over the course of this task order
- Task support IAW customer established task requirements and priorities
- Contractor's Quality Control Plan (QCP)
- Contractor's Risk Management Plan (RMP)
- Process Management and Control, including appropriate program metrics and response to customer needs

- f. Personnel Management plans such as coverage and organizational structure
- g. Technical Effectiveness plans

The Contractor shall ensure the PMP is accessible electronically and shall be prepared to brief PMP content to the Government as needed.

4.2.2 MONTHLY STATUS REPORT (MSR – Deliverable 2)

The Contractor shall develop and provide a MSR using common office productivity suite applications, by the 15th of each month. This report will be provided to the MC COR and the GSA COR via email, and will be attached to the monthly invoice when submitted in GSA's IT-Solutions Shop (ITSS) for payment. Information included in the MSR shall be segregated in accordance with a Government approved format. The MSR shall include the following information. The content may change over the course of the task order based on the needs of the Government:

- a. Activities during reporting period, by task (Include: On-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Summary of trips taken, conferences attended, etc. Attach trip reports to the MSR for reporting period.
- d. Accumulated invoiced cost for each CLIN up to the previous month.
- e. Projected cost of each ODC and Travel CLIN for the current month and forecasts through the end of the current performance period.
- f. Comparison data / monthly performance reports.
- g. Track and report on the basis of the type of funds being used

The Monthly Status Report shall include an appendix that contains a staffing matrix in a format approved by the Government that shows all positions by location, including:

- a. currently filled positions,
- b. vacancies, personnel gains/losses and status (e.g., interview, offer pending, clearance pending, start/end dates, etc.), and
- c. other open positions that the Government has not authorized the Contractor to fill.

4.2.3 CONTRACT ACTIVITY AND STATUS MEETINGS

The Contractor Program Manager shall convene a monthly Contract Activity and Status Meeting with the PM MC COR, and other government stakeholders. The scheduling for the Contract Activity and Status Meeting will be subsequent to the issuance of the MSR on or about the 15th of the month and at a date and time mutually agreeable to the Contractor and the MC COR. Meeting can be conducted virtually. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activity and status, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The 'Monthly Status Report' will be the basis for the discussion. The Contractor shall provide minutes of these meetings via email, including attendance, issues discussed, decisions made, and action items assigned, to the MC COR and GSA COR within five calendar days following the meeting.

5.0 CONTRACTOR STAFFING

The Contractor shall review PM MC Support level requirements with the Program Management Office (PMO) and PM MC COR located at APG, MD to coordinate requirements determine the services required to support this task order. The Contractor shall ensure all personnel are trained and administrative requirements are met prior to providing support to the contract.

Throughout the performance of this task order, the Contractor shall provide and maintain qualified personnel that have the requisite technical skills, qualifications, and experience together with the necessary program management and administrative support to meet the Government's requirements.

All permanent locations outside of United States are considered to be unaccompanied and without dependents. Government will only sponsor the contractor doing the actual work at each site. The Contractor shall provide Core Support and Contingency Support for the tasks identified in PWS inclusive of sub-sections.

- CLINs X001, X011, X021, X031, X041, and X051 are for Core Support and shall reflect all of the positions identified in PWS Attachment A.1, as well as any Contractor proposed overhead labor in CLIN X001 PM Support which is necessary to effectively manage the task order.
- CLINs X100 is for Optional Labor. The Government shall have the unilateral right to exercise, in full or in part, the Optional Labor to support the tasks identified in PWS Sections 3 and 4 for any product family or PM MC Divisions supported under this Task Order. For proposal purposes only assume positions are located at Government site at APG, MD.

5.1 LABOR LEVEL OF SUPPORT

The Government anticipates staffing all of the Core Support positions reflected in **"ATTACHMENT A.1: Sites, Functions, Skill & Support Staff Requirements Table"** upon award of the task order. In addition, the Government anticipates that there may be a need for additional SETA resources as reflected in **ATTACHMENT _TBD_.**

The required number of full time equivalent positions (FTEs) under the Labor CLINs may fluctuate based on mission requirements and/or funding constraints. It is the Government's intent to provide the contractor advance notice of any changes in the required level of support.

5.2 CONTRACTOR KEY PERSONNEL

The Contractor Program Manager, Senior Training and Development Managers, Senior Field-Coordinators, and SMEs, as identified in **"ATTACHMENT A.2: Top Secret and Key Personnel Positions,"** shall be designated as Key Personnel. The Contractor shall not remove or replace any personnel designated as key personnel under this TO without the written concurrence of the GSA CO and PM MC COR. Replacement Key Personnel shall have qualifications equal to or greater than the individual being replaced.

The Contractor shall submit written notification of proposed replacements no later than 14 calendar days prior to departure of the incumbent. This notification shall include the resume of the proposed substitute and include justification for the replacement in sufficient detail to permit evaluation of the impact of the change on TO performance.

If the Government CO and the COR determine that the proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the substitution will be denied and the Contractor shall propose an alternate candidate.

5.3 CORE SUPPORT

The Contractor shall provide Core Support, which consists of multiple contractor labor resources that are strategically assigned to location. The Contractor shall staff the labor resources to the specified locations within 60 days from task order award in accordance with **ATTACHMENT A.1**. The required Core Support by position and location are identified in **ATTACHMENT A.1** and the key personnel and clearance requirements are identified in **ATTACHMENT A.2**.

5.4 VACANCY NOTIFICATION

If a Core Support position becomes vacant, the Contractor shall notify the COR as soon as possible. If the Contractor is provided advance notice of a future vacancy the contractor shall notify the government within 72 hours. In the vacancy notification, at a minimum, the Contractor shall notify the Government the position, location, request if the Government requires a back fill and provide an estimate of when the Core Support level will return to 100% if backfill is approved. The expectation is that the Contractor shall staff the vacant position No Later than (NLT) 30 calendar days after notifying the COR.

6.0 TRANSITION

6.1 TRANSITION-IN PLAN (Deliverable 4)

There will be a transition period of between thirty (30) and sixty (60) calendar days from date of contract award for the contractor to ramp up to meet all contractual requirements including a full complement of staff. Upon task order award, the contractor shall execute the transition plan submitted with their successful technical proposal, incorporating any revisions suggested by the Government to best ensure a seamless transition-in.

6.2 TRANSITION-OUT PLAN (Deliverable 5)

At the completion of this task order, the Contractor shall support transition of all development products, artifacts, software and tools, which were funded under this task order, to the Government. A written Transition-out Plan shall be submitted by the Contractor NLT ninety (90) days prior to the end of the task order, in accordance with delivery instructions provided by the Government. The Transition-out Plan shall be based on a maximum sixty (60) day period prior to the end of the task order. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to the incoming contractor/government personnel at the expiration of this task order. The Contractor shall identify transition activities, schedules and milestones for turnover of work centers/functions and identify how it will coordinate with the incoming and or Government personnel to transfer knowledge regarding the following, as applicable:

- a. Project management processes.
- b. Points of contact.
- c. Location of technical and project management documentation.
- d. Status of ongoing technical initiatives.
- e. Transition of personnel.

- f. Establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition.
- g. Inventory, inspection and transfer of IT software and hardware, licenses, and warranties.
- h. Inventory, inspection and transfer of all contractor maintained classified data, equipment and devices, ensuring positive control, accountability, and chain of custody is maintained for all COMSEC sensitive items.
- i. Technical artifacts and configuration baselines.
- j. Elevated system privileges, IAW technical direction issued by the MC COR.
- k. Operations, maintenance, helpdesk, engineering and logistics functions

7.0 ADMINISTRATIVE CONSIDERATIONS

7.1 GOVERNMENT POINTS OF CONTACT

7.1.1 GSA POINTS OF CONTACT

Katrina Lloyd

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7.1.2 CLIENT POINT(s) OF CONTACT

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Micheal Long
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APG, MD 21005
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7.2 ORDER TYPE

This is a Cost Plus Fixed Fee (CPFF) task order which includes reimbursable line items at a Cost No Fee for travel and ODCs. Typically, the type of funds to be used are anticipated to be Procurement and RDT&E funds. The contractor will be required to track and report on the basis of the type of funds being used. It is anticipated that this task order will be incrementally funded in accordance with DFARs clause 252.232-7007, "Limitation of Government's Obligation," included herein.

7.3 PERIOD OF PERFORMANCE

The period of performance shall be twelve (12) months from date of award for the base period with four (4) twelve (12) month option periods.

In accordance with FAR Clause 52.217-9, "Option to Extend the Term of the Contract," the following applies:

- a. The Government may extend the term of this contract by written notice to the Contractor within 30 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 45 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- b. If the Government exercises this option, the extended contract shall be considered to include this option clause.
- c. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

7.4 PLACE OF PERFORMANCE

Performance will take place at the Contractor site (contract administration only), various Government sites, and Foreign Military Sites (TDY only) as required. Actual sites may vary during the course of this task order as necessary to meet mission needs. All OCONUS performance will be on a Temporary Duty (TDY) basis. Anticipated duty station sites are indicated below:

- a. Aberdeen Proving Ground, MD
- b. Fort Bliss, TX (SCI to be accessed at this location)
- c. Fort Bragg, NC
- c.d. Fort Carson, CO (SCI to be accessed at this location)
- d.e. Fort Drum, NY
- e.f. Fort Gordon, GA
- f.g. Fort Hood, TX (SCI to be accessed at this location)
- g.h. Fort Lee, VA
- h.i. Fort Lewis, WA (JBLM)
- i.j. Fort Sill, OK
- j.k. Redstone Arsenal, Huntsville, AL
- k. Germany
- l. Italy

- m. Korea
- n. Alaska
- o. Australia
- p. Hawaii

7.5 WORK HOURS

7.5.1 Labor Reporting / Rules / Definition

- a. **FTE (Full-time Equivalent)** - An FTE is defined as working 40 hours per week, 160 hours per month, 18801920 hours per year, core hours are between 9am – 3pm local time, Monday through Friday excluding federal holidays. 8 hours per day, 5 days a week, 52 weeks a year.

Mandatory personnel accountability login in to MIRARS is required daily.

- b. **Out of Hours Work / Overtime** - The contractor may be required to work outside these hours to satisfy government requirements for a variety of situations, including emergencies, training exercises, testing, or other mission priorities. It is expected that the contractor, based on its corporate policy, will compensate its staff through offset/credit hours or other measure, for hours worked outside the normal duty time. When the overtime requirement exceeds the standard 80 hours in a billingpay period, prior authorization by PM MC is required. These situations include but are not limited to Network Integration Evaluations (NIE), experiments, exercises, demonstrations, and fielding's. Authorized overtime for these events will be paid on a Cost reimbursement basis. Deviations to these stipulations, as well as deviations to the normal work day schedule, must be authorized in advance by the MC COR or their designee.
- c. **Part-time Work** – based on the needs of the Government, temporary in-scope part-time work may be authorized by the PM MC.
- d. **Telework / Flex-time** - may be authorized for **base closures and delayed openings**, and in **special situations** as authorized by the Government. In each situation the contractor will be accountable to limit telework to contractor staff whose role can be effectively performed off-site.

- (1) **Telework** - May be authorized when determined to be functionally viable by the government. Requests for telework will be submitted to the COR, who will obtain MC leadership approval before authorizing the request. Request shall be submitted no later than 3 days prior to the requested effective date. Telework requests will include a list of the work to be performed, and a detailed report of the work accomplished will be provided to the Government lead upon the staff member's return to work. Telework will be invoiced based on the number of actual hours worked when a staff member who is teleworking their normal work schedule works less than 8 hours in a work day. The Government reserves the unilateral right to withdraw authorization to grant telework under this task order if it is determined by the COR to no longer be in the Government's best interest.

- (2) **Flex-time** - May be authorized when determined to be functionally viable by the government. Requests for flex-time will be submitted to the COR, who will acquire MC leadership approval before authorizing the request. Requests shall be submitted no later than 3 days prior to the requested effective date. Flex time must be made up in the current or the next pay period. The Government reserves the unilateral right to withdraw authorization to grant flex-time under this task order if it is determined by the COR to no longer be in the Government's best interest.
- e. **Base Closures / Delayed Openings** – Telework and Flex-time may be authorized for base closures and in the case of a delayed opening. Examples of these situations include inclement weather and natural disasters. The contractor will be notified by the COR, in accordance with a mutually agreed upon process, as early as possible following the official announcement. The contractor is responsible for advising their team accordingly.
- f. **Contractor Responsibility for Accurate Invoicing** – The contractor shall be responsible for ensuring that each monthly invoice is accurate and includes all required adjustments to the labor rates based on the adjustment provisions provided above. Personnel required to travel on what is normally a non-duty day for the supported region may be compensated for no more than 8 hours of travel time for that travel day. The Travel Policy and its regional addenda may specify the amount of allowable travel hours for the location visited. The MC COR may modify the work schedule to ensure the Government's ability to continue to execute its mission.

7.6 TRAVEL

The Contractor shall visit sites as required by the Government and directed by the PM MC COR to accomplish tasks associated with performing services under this task order. This is anticipated to include travel to support activities such as but not limited to: system integration, fielding equipment, troubleshooting, and conduct training on systems covered under the scope of this task order. The Contractor shall make its own travel arrangements. All reimbursable travel shall be pre-approved in writing by the MC COR. The Contractor shall not be reimbursed for travel within 50 miles radius of contractor personnel's assigned duty station.

The Contractor shall ensure that all travel is in accordance with the Joint Travel Regulations (JTR). Maximum use is to be made of the lowest available customary standard coach or equivalent airfare accommodations available during normal business hours. If available, the contractor is authorized to fly on scheduled and non-scheduled military aircraft when associated with testing or in the overall performance of this contract. The Contractor shall be limited to renting compact cars, all hotel billings will be within the Government per diem rates and all airline flights will use non reimbursable tickets using Government city pairings.

The MC COR will determine if a trip report is required when the request for travel is submitted. The Contractor shall keep a summary of all long-distance travel, to include, at a minimum, the name of the employee, location of travel, duration of trip, and POC at travel location. OCONUS TDY may be required if mission dictates a support function is required.

When multiple Contractor staff travel to same site, utilization of a single vehicle is required. This policy will be strictly enforced and any deviations must be pre-approved by the MC COR.

7.7 PURCHASING

The Government may require the Contractor to purchase incidental items such as but not limited to ancillary components or kits that are necessary for a total task order solution. ODCs procured under the task order shall be integral and necessary to performance in accordance with Section B.3 of the OASIS Contract. General-purpose items required for the conduct of the Contractor's normal business operations will not be considered allowable ODCs in the performance of work.

All purchases shall be approved by the PM MC COR and the GSA CO, consistent with DoD and Army Acquisition Policies for any incidental purchases. The Contractor shall not make any purchases without prior written approval of the PM MC COR and GSA CO (Email will suffice).

The Contractor shall maintain property accountability records and sub-hand receipts of all contractor-purchased equipment or Government-provided equipment used in its daily communications and network operations. Copies of all purchasing invoices for items procured under this task order shall be submitted as backup documentation along with the monthly invoice. The Contractor shall provide itemized data to support all ODC purchases with appropriate back up information as part of obtaining purchase approval from the Government.

Federal contracting laws and regulations apply to all Contractor open market purchases of materials under this task order. Prices must be determined fair and reasonable from competitive sources and are subject to Government audit. The Contractor shall maintain records documenting competitive sourcing, in strict compliance with the competition requirements set forth in the Federal Acquisition Regulation (FAR), for all material and ODC purchases. The Contractor shall provide copies of all such documentation upon request from the Government to verify that the Contractor complied with the competition requirements set forth in the FAR.

The Contractor shall only be allowed to apply indirect rates to ODC costs after award if such application is consistent with their successful price quote and DCAA recommendations. No profit or fee will be allowed on ODCs. If no indirect handling rate is specified in the proposal, then no indirect rates will be applied or reimbursed on ODCs.

7.8 ASSOCIATE CONTRACTOR CONSIDERATIONS

There are functions within the scope of this Task Order where the Contractor must cooperate, share information, or otherwise jointly collaborate in the accomplishment of the government's requirements with other associate contractors working on separate government contracts. Where such contractor-to-contractor interfaces arise, the contractor is expected to establish professional, collaborative relationships with associate contractors to ensure the greatest degree of cooperation in providing technical solutions and services to successfully support mission needs within required time and cost constraints.

7.9 GOVERNMENT FURNISHED EQUIPMENT/MATERIALS FACILITIES

PM MC and PEO C3T programs will provide necessary test equipment to perform testing on their respective systems. The Government will provide the contractor records of all Government-owned property (other than Real Property) and equipment that are under warranty and used, managed, or supported under this task order. The Government shall provide office space, furniture, computer equipment, telephone, and reproduction facilities for employees working at Government facilities in

support of this effort. All equipment purchased and received as Government Furnished Equipment (GFE) will be accounted for in accordance with Government approved internal property controls. Records will identify the item, the warranty type and expiration date, and the names and locations of firms to contact about warranty entitlements. The contractor shall provide a **GFE/GFI Quarterly Report (Deliverable 75)**. The contractor shall maintain copies of warranty records for government-owned property and provide the records and the property to the Government when requested, or at the conclusion of the contract. The contractor shall be responsible for security of all keys and access cards provided by the Government. These controls will be established and maintained to manage all property provided as GFE, purchased, or otherwise acquired for use in supporting the mission of PM MC and PEO C3T programs. Contractor shall provide the said records IAW Exhibit A001, Contract Data Requirements List (CDRL), DD Form 1423, Data Item No. A001, DI-MGMT-80269, entitled "Government Furnished Equipment/Material." Government Furnished Equipment (GFE) to which the Government has title shall be returned to the Government upon request.

8.0 SECURITY

The security requirements are defined in the attached DD Form 254.

- a. The prime contractor is required to have a Top Secret Facility clearance, and all subcontractors are required to have a Secret Facility clearance. The prime contractor's Top Secret Facility clearance must be in place at time of proposal, and during all performance periods. Subcontractors may obtain their Secret Facility clearance after award. All contractor personnel, with one exception, shall have a minimum of a Secret Security clearance, or a Limit Access Approval (LAA) in the case of a foreign national; interim clearances are not acceptable. The exception is for any proposed Contract Administrative positions under CLIN X001. These positions will not have a need to access any Government sites, nor do they require access to classified information, therefore they will not need a Secret Security clearance. Certain designated positions, as defined in **ATTACHMENT A.2**, shall require a Top Secret clearance, Sensitive Compartmented Information (SCI), Non-Sensitive compartmented Information (Non SCI). Personnel will not be permitted to perform without the required clearances.
- b. The Security requirements for the task order are defined by the Department of Defense (DoD) Contract Security Classification Guide (SCG) Named "Secret Internet Protocol Routing Network (SIPRNET)" dated: 29 October 2009 1 June 2013. The contractor will require access to COMSEC information, non-SCI intelligence information, NATO information, foreign government information and FOUO information. The contractor will require access NIPRNET, JWICS, GCCS, DMS, CENTRIX, SIPRNET at Government facilities only. The contractor is required to have a COMSEC account. Within (90) days after the task order is awarded the contractor shall provide an **OPSEC PLAN (Deliverable 8)** in accordance (IAW) **Operational (OPSEC) Plan DI-MGMT-80934C (CDRL A004) (see ATTACHMENT D.1)** OPSEC requirements will be provided by the Government IAW AR530-1. The contractor will also require access to Security/Program Classification Guide(s) (SCG) and OPSEC Plans.
- c. In performing this task order, the contractor will receive and generate classified material. The Contractor will have access to classified information overseas. A COMSEC account will be required and there will be a TEMPEST requirement. Additional OPSEC requirements to the NISPOM are in effect. Use of the Defense Courier Service is authorized. Contractor personnel performing IT sensitive duties are subject to investigative and assignment

requirements.

- d. DoD Directive 8570.01, Information Assurance Training, Certification, and Work Force Management requires active duty military, DoD civilian, DoD consultants, and support contractor personnel performing work on sensitive automated information systems (AISs) to be assigned to positions which are designated at one of 3 sensitivity levels: (Advanced Individual Training (AIT)-I, AIT-II, or AIT-III. These designations equate to Critical Sensitive and Non-Critical Sensitive positions. The investigation requirement for AIT Level II is completion of a National Agency Check with Local Agency and Credit Checks (NACLC) with favorable results. The investigation requirement for AIT Level III is a completion of a National Agency Check with Written Inquires (NACI) with favorable results. All public release of information shall require authorization from the Government in writing. However, all information FOUO or higher will be cleared IAW Section 12 of the DD Form 254. All information gathered by the contractor to provide services to the US Government shall be considered contractually sensitive unclassified government information and shall not be released to any person or organization not part of the US Government, and shall become the property of the US Government. Information gathered, developed, analyzed, and produced under this contract remains the property of the US Army and shall be protected from unauthorized or inadvertent modification, disclosure, destruction, or use. All documentation, models, software, reports, databases and similar materials prepared under the Task Order shall be property of the U.S. submitted to PM MC at time of contract closeout in a format mutually acceptable to the Government and the contractor.
- e. The contractor shall provide personnel with U.S. Security clearances as required for mission execution upon contract award. Prior to the arrival of any contractor employee to commence work under this contract at any Government site, the contractor must provide advance notice to the Government for visitor control purposes and verification of security clearance. When required, the contractor shall be tasked to access a Sensitive unclassified network, and the duties to be performed by contractor personnel under the PWS have been designated as IT-I/IT-II sensitive positionpositions.
- e.f. Prior to contract award, the Contractors performing threat analysis, threat flagging, and engineering support for specific shall possess a Top Secret SCI clearance to perform duties at that level of security classification. The Contractor personnel required to access TS SCI must be indoctrinated within 30 days of employment date. Safeguarding shall be maintained in accordance with security directives."
- f.g. "Only those personnel which require access to SCI material will be indoctrinated into the compartments and have the ability to access."
- g.h. "All contractor personnel shall possess a clearance commensurate with the requirements of their position. Only contractor personnel with the requisite clearance, as verified by the contractor Facility Security Officer (FSO) and the COR through the Joint Personnel Adjudication System (JPAS), shall have access to classified information. The contractor shall maintain all required security clearance documentation and records and appropriate documentation of all personnel clearances, or any request thereof, shall be forwarded through COR.
- h.i. All contractor personnel on this TO, unless otherwise specified, require at minimum a Secret level security clearance. The positions that do not require a security clearance or require a higher security clearance will be designated in advance by the COR.

i.j. All contractor personnel shall possess a clearance and need-to-know commensurate with the requirements of their position. In accordance with AR 380-67 (Personnel Security Program), the contractor shall ensure that all personnel associated with this TO meet all investigation requirements applicable to the required security clearance and access levels and ensure those requirements are maintained throughout the TO period of performance. The contractor shall also ensure that Periodic Reinvestigations (PRs) are conducted and adjudicated for each individual within the prescribed time lines. A Secret clearance PR is required every ten years and a TS is required every six years from the date of the last closed investigation. The contractor's FSO shall ensure the contractor personnel complete their re-investigation in a timely manner and exercise due diligence in assessing the suitability of contractor personnel who function in sensitive positions.

8.1 ANTI-TERRORISM/OPERATIONS SECURITY:

1. **AT Level I training.** *This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area:*

All contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training within XX calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within XX calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <https://jkodirect.jten.mil/> for CAC holders. Non-CAC-holders may go to: <http://jko.jten.mil/courses/at11/launch.html>.

2. **AT Awareness Training for Contractor Personnel Traveling Overseas:**

US based contractor employees and associated sub-contractor employees shall receive government provided area of responsibility (AOR) specific AT awareness training as directed by AR 525-13. Specific AOR training content is directed by the combatant commander with the unit ATO being the local point of contact. US based contractor employees and associated sub-contractor employees will submit an Isolated Personnel Report (ISOPREP) prior to deployment, in accordance with AR 525-28, Personnel Recovery. The contractor is required to fill out the survey on NIPRNET at <https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/start.aspx> prior to deployment.

3. **iWATCH Training.** *This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area:*

The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 90 calendar days of contract award and within 90 calendar days of new employees commencing performance with the results reported to the COR NLT 120 calendar days after contract award.

4. **For contracts that require a formal OPSEC program:**

The contractor shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer. This plan will include a process to identify critical information, where it is located, who is responsible for it, how to protect it and why it needs to be protected. The contractor shall implement OPSEC measures as ordered by the commander. In addition, the contractor shall have an identified certified Level II OPSEC coordinator per AR 530-1.

5. For contracts that require OPSEC Training:

Per AR 530-1 Operations Security, the contractor employees must complete Level I OPSEC Awareness training. New employees must be trained within 30 calendar days of their reporting for duty and annually thereafter. Level I OPSEC training is available at the following website: <http://cdse.edu/catalog/elearning/GS130.html> (Duration: 45 minutes).

6. Army Training Certification Tracking System (ATCTS) registration for contractor employees who require access to government information systems:

All contractor employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Cybersecurity Awareness prior to access to the IS and then annually thereafter.

7. For cybersecurity/information technology (IT) training:

All contractor employees and associated sub-contractor employees must complete the DoD Cybersecurity awareness training before issuance of network access and annually thereafter. All contractor employees working Cybersecurity/IT functions must comply with DoD and Army training requirements in DoD 8140.01, DoD 8570.01-M (Ch4) and AR 25-2 within six months of appointment to Cybersecurity/IT functions.

8. For cybersecurity/information technology (IT) certification:

Per DoD 8570.01-M (Ch4) , DFARS 252.239.7001 and AR 25-2, the contractor employees supporting Cybersecurity/IT functions shall be appropriately certified upon contract award and for any positions which are filled on a post-award basis, such contractor employees shall be certified prior to the start of performance. The baseline certification as stipulated in DoD 8570.01-M (Ch4) shall be completed upon contract award.

9. Access and general protection/security policy and procedures. *This standard language is for contractor employees with an area of performance within Army controlled installation, facility, or area:*

Contractor and all associated sub-contractors employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

10. For contracts that require handling or access to classified information.

Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); (2) any revisions to DOD 5220.22-M, notice of which has been furnished to the contractor.

11. Threat Awareness Reporting Program. *For all contractors with security clearances.*

Per AR 381-12 Threat Awareness and Reporting Program (TARP), contractor employees must receive annual TARP training by a CI agent or other trainer as specified in 2-4b.

12. For contractors requiring Common Access Card (CAC):

Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

13. For contractors that do not require CAC, but require access to a DoD facility or installation:

Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

14. For contractors authorized to accompany the force: N/A

9.0 CONTRACTOR MANPOWER REPORTING (Deliverable 9)

The requirements in this PWS shall be addressed in the Army Contractor Manpower Reporting System.

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report all contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address:

<https://cmra.army.mil>. The required information includes:

- a. Contracting Number
- b. Fiscal Year (FY that the work was performed)
- c. Order Number (Delivery Order, Task Order, or Purchase Order Number)

- d. Requiring Activity Unit Identification Code
- e. Command (Command of the Requiring Activity that would be performing the mission if not for the contractor)
- f. Contractor Name
- g. Total Invoiced Amount (the total dollars amount invoiced during the fiscal year, at the deliver Order and/or Task Order Level. This is the responsibility of the Contractor)
- h. Questions about Contract Performance (Contractors: Indicate if the contract/order includes the above services)
- i. Government Supervision (Are the contractor personnel subject to relatively continuous supervision and control by a Government employee or officer)
- j. Government's Tools and Equipment (Does the Government furnish the principal tools and equipment needed for contract performance)
- k. Government Facility (Are some or all of the contractor employees provided with a workspace in a Government facility for use on a regular basis)
- l. Contracting Officer (First Name, Last Name, Phone Number, and Email)
- m. COR/COTR (First Name, Last Name, Phone Number, and Email)
- n. Contractor (First Name, Last Name, Phone Number, and Email)
- o. Location Information (Federal Supply Code (FSC), City of Installation or Services, State, Zip and Country)
- p. Direct Labor Hours
- q. Direct Labor Dollars
- r. Fund Cite

As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. The Reporting period will be the period of performance not to exceed 12 Months ending 30 September of each Government fiscal year and must be reported by 31 October of each calendar year. Contractor may use a direct XML data transfer to the database server or fill in the fields on the website. The SML direct transfer is a format for the transferring files from a contract's system to the secure web without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer maybe downloaded from the web.

10.0 INVOICING AND BILLING

The Contractor shall submit requests for payments in accordance with requirements below and shall provide invoice backup data as itemized below.

The Period of Performance (POP) for each invoice *shall* be for one calendar month. The Contractor *shall* submit only one invoice per month. The Contractor shall submit the invoice to GSA by the fifteenth (15th) calendar day of the month after the end of the invoiced month for services rendered and end of the month in which ODCs were delivered and accepted by the Government.

Each invoice shall show, the skill level category, the hours worked per skill level, the rate per skill level and the extended amount for that invoice period. It *shall* also show the total cumulative hours worked (inclusive of the current invoice period) per skill level, the hourly rate per skill level, the total cost per skill level, the total travel costs incurred and invoiced, and the total of any other costs incurred and invoiced, *as well as* the grand total of all costs incurred and invoiced.

Each invoice *shall clearly indicate* both the current invoice's monthly "burn rate" and the total average monthly "burn rate."

The Contractor *shall submit* all required documentation (unless exempted by the contract or order) as follows:

Note: The Government reserves the right to audit; thus, the Contractor shall keep on file all backup support documentation for travel and ODCs.

Charges:

- All invoice charges must be task item specific (only one task item) unless concurrent task item periods of performance exist.
- For invoices with concurrent task item periods of performance all invoice charges must be service month specific (that is one service month only).

Credits:

- If the credit invoice is for the same year of a particular ACT#, the contractor shall include that credit on a subsequent invoice submission against that same ACT#. If the contractor is unwilling to offset a subsequent invoice then they must submit a refund check.
- When the credit invoice is for a different year, the contractor shall submit a refund check for that credit invoice.

Invoices that net to a credit balance **SHALL NOT** be accepted. Instead a refund check must be submitted by the contractor to GSA accordingly. The refund check shall cite the ACT Number and the period to which the credit pertains. The contractor shall provide the credit invoice as backup documentation. Do not attach credit invoice in ITSS or on the Finance website. It must be attached to the refund check. The refund check shall be mailed to:

General Services Administration
Finance Division
P.O. Box 71365
Philadelphia, PA 19176-1365

Posting Acceptance Documents: Invoices shall be submitted monthly through GSA's electronic Web-Based Order Processing System, currently ITSS to allow the client and GSA COTR to electronically accept and certify services received by the customer representative (CR). Included with the invoice will be all back-up documentation required such as, but not limited to, travel authorizations and training authorizations (including invoices for such).

Receiving Agency's Acceptance: The client agency may accept and certify services electronically via GSA's electronic Web-Based Order Processing System, currently ITSS, by accepting the Acceptance Document generated by the Contractor. Electronic acceptance of the invoice by the designated client representative is considered concurrence and acceptance of services.

Content of Invoice: The Contractor's invoice shall be submitted monthly for work performed the prior month. The Contractor may invoice only for the hours, travel, ODC and services ordered by GSA and actually used in direct support of this task order. The invoice shall be submitted on official letterhead and shall include the following information, at a minimum:

1. GSA Task Order Number (from GSA Form 300, Block 2)
2. Paying Number: (ACT/DAC NO.) (From GSA Form 300, Block 4)
3. ITSS Order ID No.
4. Remittance Address
5. Period of Performance for Billing Period
6. Point of Contact and Phone Number
7. Invoice Amount
8. Itemized labor including: contractor name, labor category, skill level number and actual hours worked during the billing period and cumulative hours and totals for each employee
9. Travel Itemized by Individual and Trip (Submit the traveler's name, dates of travel, location of travel, and itemized dollar amounts of travel).
10. Other Direct Costs Itemized by Purchase (Submit itemized description of the ODC, quantity, unit price and total price of each ODC).
11. Training Itemized by Individual and Purpose (if applicable)
12. Total Invoice Amount, Current Billed, Cumulative Billed to Date

All cost presentations provided by the Contractor shall include general and administrative charges, material handling, fees, and overhead applied consistent with the Contractor's approved price proposal and consistent with DCAA/DCMA recommendations.

The Contractor shall provide the invoice data in an editable Microsoft Excel spreadsheet using a format reviewed and approved by the Government. The Government reserves the right to modify invoicing requirements at its discretion. The Contractor shall comply with any revised invoicing requirements at no additional cost to the Government.

Final Invoice/Close-out Procedures:

Interim close outs: The Government will close out each year of performance within 6 months of its expiration using the rates billed during that period. The contractor will be required to execute a waiver of claims to be included in a bi-lateral modification at the conclusion of the performance period.

Final Invoice: Invoices for the final performance period must be so identified and submitted within 6 months from completion. After this submission, no further charges are to be billed. A copy of the written client agency acceptance of task completion must be attached to the final invoice. If necessary, the contractor may request from GSA an extension for a final invoice that may exceed the 6-month time frame.

After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

11.0 OTHER CLAUSES AND PROVISIONS INCORPORATED INTO THIS TASK ORDER

- **FAR 52.232-20 Limitation of Cost (APR 1984)**
- **FAR 52.232-22 Limitation of Funds (APR 1984)**
- **DFARS 252.227-7015 Technical Data – Commercial Items (FEB 2014)**
- **DFARS 252.209-7999 Representation By Corporations Regarding An Unpaid Delinquent Tax Liability Or A Felony Conviction Under Any Federal Law (Deviation 2014-00009) (JAN 2012)**
- **DFARS Clause 252.225-7043 - ANTITERRORISM/FORCE PROTECTION POLICY FOR DEFENSE CONTRACTORS OUTSIDE THE UNITED STATES (JUN 2015)**
- **FAR 52.217-8 Option to Extend Services (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the end of the task order period of performance.

- **FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)**
 - (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
 - (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
 - (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.
- **FAR 52.237-3 Continuity of Services (JAN 1991)**
 - (a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to—
 - (1) Furnish phase-in training; and
 - (2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

- (b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.
- (c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.
- (d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

- **Acceptable Skill Level Variation in Severable Labor Hour and Time and Material Orders/Contracts (July 2005)**

The Contractor may exceed the total number of labor hours per awarded skill level per base or option period, to a limit of 15% as long as the total task order obligated dollar amount per that base or option period is not exceeded, and as long as the contractor maintains an acceptable level of effort throughout the required period of performance. The contractor is not authorized to add new skill level categories or vary between levels within the same labor category without approval of the Government, formalized in a signed modification by the contracting officer.

12.0 PWS Attachments

- ATTACHMENT A.1: Sites, Functions, Skill, & Support Staff Requirement Table (applicable to Base Period only)
- ATTACHMENT A.2: Top Secret and Key Personnel Positions (applicable to Base Period only)
- ATTACHMENT B: Non-Disclosure / Non-Use Agreement
- ~~ATTACHMENT C: Organizational Conflict Of Interest (OCI)~~
- ATTACHMENT D.1: Operational Security (OPSEC) Plan, To Be Issued Upon TO Award
- ATTACHMENT D.2: Government Furnished Equipment Status Report, To Be Issued Upon TO Award
- ATTACHMENT E: DD Form 254 Contract Security Classification Specification, Draft To Be Issued with Request For Proposal

ATTACHMENT A.1: Sites, Functions, Skill & Support Staff Requirement Table¹
(applicable to Base Period only)

| | APG, MD | Fort Bliss, TX | Fort Bragg, NC | Fort Drum, NY | Fort Gordon, GA | Fort Carson, CO | Fort Hood, TX | Fort Lewis, WA | Fort Sill, OK | Redstone Arsenal, AL | Totals |
|-------------------------------------|------------|----------------------|----------------------|---------------------|-----------------------|-----------------------|---------------------|----------------------|---------------------|----------------------------|--------|
| Position Description | | | | | | | | | | | |
| PM Support | 1 | | | | | | | | | | 1 |
| Program Manager | 1 | | | | | | | | | | 1 |
| Acquisition Management Specialist | 1 | | | | | | | | | | 1 |
| Senior | 1 | | | | | | | | | | 1 |
| Administrative Assistant | 4 | | | | | | | | | | 4 |
| Journeyman | 2 | | | | | | | | | | 2 |
| Senior | 2 | | | | | | | | | | 2 |
| Budget Analyst | 2 | | | | | | | | | | 2 |
| Journeyman | 1 | | | | | | | | | | 1 |
| Senior | 1 | | | | | | | | | | 1 |
| Configuration Management Specialist | 6 | | | | | | | | | | 6 |
| Journeyman | 5 | | | | | | | | | | 5 |
| Senior | 1 | | | | | | | | | | 1 |
| Cost Analyst | 4 | | | | | | | | | | 4 |
| Junior | 2 | | | | | | | | | | 2 |
| Senior | 2 | | | | | | | | | | 2 |
| Fielding Coordinator | 8 | 1 | 1 | 1 | 1 | 1 | 6 | 2 | | | 21 |
| Journeyman | 5 | | | | | | | | | | 5 |
| Senior | 3 | 1 | 1 | 1 | 1 | 1 | 6 | 2 | | | 16 |
| Fielding Database Technician | 0.25 | | | | | | | | | | 0.25 |
| Senior | 0.25 | | | | | | | | | | 0.25 |
| Foreign Military Sales Manager | 1 | | | | | | | | | | 1 |
| Senior | 1 | | | | | | | | | | 1 |
| Geospatial Engineer | 1 | | | | | | | | | | 1 |
| Senior | 1 | | | | | | | | | | 1 |
| IA/Cyber Engineer | 12 | | | | | | | | | | 12 |
| Senior | 10 | | | | | | | | | | 10 |
| SME | 2 | | | | | | | | | | 2 |
| ILS Manager | 11 | | | | | | | | | | 11 |
| Journeyman | 3 | | | | | | | | | | 3 |
| Senior | 8 | | | | | | | | | | 8 |
| Info Technology Support | 2 | | | | | | | | | | 2 |
| Journeyman | 1 | | | | | | | | | | 1 |
| Senior | 1 | | | | | | | | | | 1 |
| Integrated Master Scheduler | 1 | | | | | | | | | | 1 |
| Journeyman | 1 | | | | | | | | | | 1 |
| Maintenance Engineer | 1 | | | | | | | | | | 1 |
| Journeyman | 1 | | | | | | | | | | 1 |
| Material Handler | 9 | | | | | | | | | | 9 |
| Junior | 6 | | | | | | | | | | 6 |
| Journeyman | 2 | | | | | | | | | | 2 |
| Senior | 1 | | | | | | | | | | 1 |

¹ The knowledge/skills level definitions for "SME", "Senior", "Journeyman", and "Junior" shall be those established in the Knowledge/Skill Levels" chart included in Section 1.1, Attachment 4 of the basic OASIS contract.

| | | | |
|---|---------------|------------------------------|---------------|
| Operations Analyst | 8.6 | 1 | 9.6 |
| Junior | 1.6 | | 1.6 |
| Journeyman | 5 | 1 | 6 |
| Senior | 2 | | 2 |
| Program Analyst | 4 | 1 | 5 |
| Junior | 1 | | 1 |
| Journeyman | 2 | 1 | 3 |
| Senior | 1 | | 1 |
| Property Administrator | 3 | | 3 |
| Junior | 1 | | 1 |
| Journeyman | 1 | | 1 |
| Senior | 1 | | 1 |
| SharePoint Administrator | 1 | | 1 |
| Journeyman | 1 | | 1 |
| Software Engineer | 6 | 8 | 14 |
| Junior | | 3 | 3 |
| Journeyman | 4 | 2 | 6 |
| Senior | 2 | 3 | 5 |
| SME | 0 | | 0 |
| Software Load Technician | 4 | | 4 |
| Journeyman | 3 | | 3 |
| Senior | 1 | | 1 |
| System Engineer | 16 | 1 | 17 |
| Journeyman | 8 | | 8 |
| Senior | 7 | 1 | 8 |
| SME | 1 | | 1 |
| Technical Writer | 2 | | 2 |
| Senior | 2 | | 2 |
| Test Engineer | 9 | 9 | 19 |
| Journeyman | 4 | 5 | 10 |
| Senior | 4 | 4 | 8 |
| SME | 1 | | 1 |
| Training and Development Manager | 8 | 1 | 10 |
| Journeyman | 2 | | 2 |
| Senior | 4 | 1 | 5 |
| SME | 2 | 1 | 3 |
| Warehouse Manager | 1 | | 1 |
| Senior | 1 | | 1 |
| Grand Total - Grand Total | 119.85 | 1 1 1 1 1 1 22 2 12 1 | 162.85 |

ATTACHMENT A.2: Top Secret and Key Personnel Positions (applicable to Base Period only)

| TOP SECRET AND KEY PERSONNEL | TS | KEY | KEY | KEY | KEY | KEY | KEY | KEY | KEY | KEY | KEY | KEY |
|----------------------------------|------------|------------|----------------------|----------------------|---------------------|-----------------------|-----------------------|---------------------|----------------------|---------------------|----------------------------|-------|
| | APG, MD | APG, MD | Fort Bliss, TX | Fort Bragg, NC | Fort Drum, NY | Fort Gordon, GA | Fort Carson, CO | Fort Hood, TX | Fort Lewis, WA | Fort Sill, OK | Redstone Arsenal, AL | TOTAL |
| Program Manager(Contractor) | | 1 | | | | | | | | | | 1 |
| | | | | | | | | | | | | |
| Fielding Coordinator | 0 | 3 | 1 | 1 | 1 | 1 | 1 | 6 | 2 | | | 16 |
| Senior | | 3 | 1 | 1 | 1 | 1 | 1 | 6 | 2 | | | 16 |
| IA/Cyber Engineer | 4 | 2 | | | | | | | | | | 2 |
| Senior | 2 | | | | | | | | | | | 0 |
| SME | 2 | 2 | | | | | | | | | | 2 |
| Software Engineer | 2 | 2 | | | | | | | | | | 2 |
| Senior | 2 | 2 | | | | | | | | | | 2 |
| System Engineer | 1 | 2 | | | | | | | | | 1 | 3 |
| Senior | 1 | 1 | | | | | | | | | 1 | 2 |
| SME | | 1 | | | | | | | | | | 1 |
| Test Engineer | 0 | 1 | | | | | | | | 0 | | 1 |
| SME | | 1 | | | | | | | | | | 1 |
| Training and Development Manager | 0 | 6 | | | | | | 1 | | 1 | | 8 |
| Senior | | 4 | | | | | | | | 1 | | 5 |
| SME | | 2 | | | | | | 1 | | | | 3 |
| Total | 7 | 17 | 1 | 1 | 1 | 1 | 1 | 7 | 2 | 1 | 1 | 33 |

ATTACHMENT B: NON-DISCLOSURE / NON-USE AGREEMENT

Non-Disclosure Agreement for Contractor Employees and Subcontractors

I, _____, am an employee of or a subcontractor to [Company Name], a contractor acting under contract to the [Name of Directorate] under Prime Contract No. _____, through Task Order _____. I understand that in the performance of this task, I may have access to sensitive or proprietary business, technical, financial, and/or source selection information belonging to the Government or other contractors. This information includes, but is not limited to, cost/ pricing data; Government spend plan data; Planning, Programming, Budgeting and Execution (PPBE) documents and information, as defined in DoD Directive 7045.14; contractor technical proposal data; independent government cost estimates; negotiation strategies and contractor data presented in negotiations; contracting plans and statements of work. I agree not to use, discuss, divulge, or disclose any such information or data to any person or entity except those persons directly concerned with the use or performance of this task order. I have been advised that the unauthorized disclosure, use or negligent handling of the information by me could cause irreparable injury to the owner of the information. The injury could be source sensitive procurement information of the government or proprietary/trade secret information of another company.

I understand that the United States Government may seek any remedy available to it to enforce this Agreement, including, but not limited to, application for a court order prohibiting disclosure of information in breach of this agreement. Court costs and reasonable attorney fees incurred by the United States Government may be assessed against me if I lose such action. I understand that another company might file a separate claim against me if I have misused its proprietary information.

In the event that I seek other employment, I will reveal to any prospective employer the continuing obligation in this agreement prior to accepting any employment offer.

The obligations imposed herein do not extend to information/data which is:

- a. in the public domain at the time of receipt or it came into the public domain thereafter through no act of mine;
- b. disclosed with the prior written approval of the designated Contracting Officer;
- c. demonstrated to have been developed by [Company Name], or me independently of disclosures made hereunder;
- d. disclosed pursuant to court order, after notification to the GSA designated Contracting Officer;
- e. disclosed inadvertently despite the exercise of the same reasonable degree of care a party normally uses to protect its own proprietary information.

I have read this agreement carefully and my questions, if any, have been answered to my satisfaction.

_____(Signature)

_____(Date)

_____(Printed Name)

_____(Title)

ATTACHMENT C: ORGANIZATIONAL CONFLICT of INTEREST (OCI)

The Government has determined that the possibility for a potential or actual Organizational Conflict of Interest (OCI) may exist under this task order based on support tasks performed, particularly under Section 3.1.3, "Business Management." During performance of this task order, the following provisions shall apply:

(a) The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR subpart 9.5, or that the Contractor has disclosed all such relevant information.

(b) Prior to commencement of any work, the Contractor agrees to notify the Contracting Officer immediately that, to the best of its knowledge and belief, no actual or potential conflict of interest exists or to identify to the Contracting Officer any actual or potential conflict of interest the firm may have. In emergency situations, however, work may begin but notification shall be made within five (5) working days.

(c) The Contractor agrees that if an actual or potential organizational conflict of interest is identified during performance, the Contractor will immediately make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict of interest. The Contractor shall continue performance until notified by the Contracting Officer of any contrary action to be taken.

(d) Remedies - GSA may terminate this task order for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose it or misrepresented relevant information to the Contracting officer, the Government may terminate the task order for default, or pursue such other remedies as may be permitted by law or this task order.

The Contractor hereby makes the following certification regarding its OCI status, to the best of its knowledge:

_____(1) No real or perceived OCI, as defined in FAR 2.1 and discussed in FAR 9.5, will result from an award of this task order.

_____(2) A real or apparent OCI may exist as a result of an award; therefore an appropriate OCI Avoidance or Mitigation Plan is attached.

ITSS Order No.: ID03170053001

GSA/FAS Mid-Atlantic Region

_____(Signature)

_____(Date)

_____(Printed Name)

_____(Title)